**The Instructional Team Assignment**

1. **What I believe the major responsibilities are of the guidance counselor:**

I believe the major responsibilities of the guidance counselor for a high school is scheduling and graduation requirements. The counselor works with seniors on college selection, scholarships and graduation requirements. The counselor at the high school is also responsible for scheduling and students dropping and adding classes. At some high schools the counselor also works with At-Risk students when having problems adhering to the school environment, but personally, I don’t see this as often as the above duties. Usually, the counselor is also in charge administering district assessments as well as ordering and analyzing the data.

**2. Interview a guidance counselor in your building.**

I interviewed a high school principal who has actually accepted a different position at a larger district because of the many “extra” duties that was placed on this counselor. This counselor’s belief of her major responsibilities is helping all kids be successful in school. She believed she should be working more closely with groups and individual students in a counseling type situation. This individual counselor did very little of this as her job included:

a) All scheduling of 7-12 students

b) In charge or ordering, administering and analyzing all district data (Iowa Assessments, MAPP,

DIBELS, BRI)

c) Graduation- In charge of all of graduation

d) Scholarships for High School Seniors

e) College Financial Aid and College Selection for high school seniors

f) Implementation of PBIS at the K-5 level

I was amazed at the amount of work this poor counselor was in charge of at this small K-12 district. There was no way she could do all that was expected of her in her job. I can understand the frustration that she felt as she felt completely unsupported by the two administrators in the district. The two main areas of frustration for her was the amount of work she was required to do as well as the fact she was unable to do what she felt she was trained to do which was to work with students. I do see this as an area of concern in the counseling job especially around here when I don’t think most counselors are allowed to do much in the area of actual counseling. In the larger district she will be a 9-12 counselor at next year she will only be in charge of 2 grades for At-Risk students and work with the other 2 counselors for seniors graduation, scholarships, etc.

**3. Bibliography of journal articles on the relationship between principal and guidance counselor.**

1. Armstrong, Stephen A., MacDonald, Jane H., Stillo, Sandy: **School Counselors and Principals: Different Perceptions of Relationship, Leadership, and Training** Texas A&M University-Commerce, 2008

2. *Rhonda Williams, Ed.D., LPC, NCC, is an assistant professor at the University of Colorado at Colorado Springs and the chair of ASCA’s Ethics Committee.*

*3.* A Closer Look at Principal-Counselor Relationship*:* The College Board. College Board, Advanced Placement Program, May 2009

4. **Finding a Way**: Practical Examples of How an Effective Principal-Counselor Relationship Can Lead to Success for All Students, The College Board, College Board, Advanced Placement Program, May 2009

5. **The Principal-Counselor Relationship Rubric:** Missouri Department of Education, Nov. 2011.

**4. Reflect on how you would work with your guidance counselor to best serve students.**

Based on the articles that I read and my interview with my counselor I have learned a lot about the importance of a good working relationship between the building principal and the guidance counselor. I also think when hiring a counselor it is important that very specific job responsibilities are explicitly communicated and agreed upon by both parties. I think it is also important to know your guidance counselor and what his/her strengths are and try to match job responsibilities to their strengths and passions. I think this goes a long way when trying to build positive relationships as well as to get the most out of your employees as possible. I am a firm believer in trying to promote with staff a passion in working with students and their well-being. I also am much more aware of the importance of the school counselor and in hiring these individuals.